

COMNAVFORJAPANINST 1910.1Q  
N00PSA  
7 MAY 2001

COMNAVFORJAPAN INSTRUCTION 1910.1Q

Subj: DISCHARGE/RELEASE FROM ACTIVE DUTY IN JAPAN

Ref: (a) MILPERSMAN 1910-812  
(b) COMNAVFORJAPANINST 5800.1Q  
(c) COMNAVFORJAPANINST 1300.1R  
(d) DODINST 4515.13  
(e) Joint Federal Travel Regulations  
(f) COMUSJAPAN Policy Letter 30-14 of 1 Aug 85

Encl: (1) Sample request from service member  
(2) Sample automobile ownership affidavit  
(3) Geographical listing of Japanese Immigration Office  
(4) Sample Japanese Government Certificate of Approval  
(5) Sample letter for Japanese Immigration Office regarding Guarantee by Japanese National and Sample Employment Guarantee from U.S. Government Agency  
(6) Statement of Personal History (CNFJ Form 1900/1 (Rev. 5-94))  
(7) File Check Worksheet (CNFJ Form 1900/2 (Rev. 7-98))  
(8) Sample endorsement prepared by member's command  
(9) Sample Area Base Commander's letter to member who is not married to another service member stationed in Japan  
(10) Sample Area Base Commander's letter to member who is married to another service member stationed in Japan  
(11) Sample letter of Conditional Approval prepared by Local Area Base Commander  
(12) Sample Area Base Commander's letter to cancel previously approved request  
(13) Sample Area Base Commander Letter recommending disapproval  
(14) Sample letter for notifying Japanese Government of change of status  
(15) Separation in Japan checklist

1. Purpose. To provide information and instructions relative to discharge or release from active duty of naval personnel desiring separation in Japan.

2. Cancellation. COMNAVFORJAPANINST 1910.1P. This instruction is a complete revision and should be read in its entirety.

3. Information. The proper discharge or release from active duty of an individual is no less important than a proper initial enlistment. Everyone involved must exercise the greatest care to ensure that only those personnel who qualify for separation per reference (a), and the additional requirements established by this instruction, are separated in Japan. Failure to comply with these prerequisites could result in the separation of undesirable individuals in Japan who could become administrative problems and cause embarrassment to the United States. Authorized reasons for separating in Japan include:

- a. Full-time employment.
- b. Residence with a local national or legal resident alien who properly sponsors the discharged service member under Japanese immigration laws.
- c. Residence with active duty military spouse or SOFA-sponsored civilian spouse.

#### 4. Place of Separation

a. Personnel becoming eligible and desiring separation in Japan while serving ashore at a naval activity in Japan will be separated at their duty station, providing the duty station has facilities for conducting separation physical examinations available on board, or within the immediate vicinity. If proper separation facilities are not available, personnel shall be transferred to the transient "Others" Unit Identification Code (UIC) at Commander Fleet Activities, Okinawa, Commander Fleet Activities, Sasebo, or Commander Fleet Activities, Yokosuka, whichever is nearer. Individuals will make appropriate arrangements with the activity maintaining their pay account for effecting payment incident to separation, where required.

b. Personnel becoming eligible and desiring separation in Japan while serving aboard ships and other fleet commands having facilities for effecting payments incident to separation and for conducting separation physical examinations available on board, or within the immediate vicinity, shall be separated on board while the command is located in Japan. Otherwise, they will be transferred to the transient "Others" UIC at Commander Fleet Activities, Okinawa, Commander Fleet Activities, Sasebo, or Commander Fleet Activities, Yokosuka for separation.

c. For personnel not being separated in Japan, the designated primary separation activity for personnel from units in Japan is Transient Personnel Unit (TPU) Puget Sound. If home of record or home of selection of separating personnel is in the Southern California area, the designated separation activity is TPU San Diego.

5. Action. The following is a procedural outline of actions required by individuals, commanding officers, or base commanders, and separation activities to separate in Japan. It is emphasized that it is the individual's personal responsibility to ensure approval and clearance from the Japanese Government prior to separation being effected in Japan by U.S. Navy activities. Commands effecting the separation will ensure that the Japanese Government has cleared the individual.

#### a. Individual

(1) Apply in person to the nearest American Consular Office or Passport Office for a fee (tourist) passport as soon as practicable. Personnel must present two passport photographs, each being 2 x 2 inches square, unframed, and taken in civilian clothes. Proof of birth must be an original or certified birth certificate. (Certified birth certificates must have the state's raised or colored seal affixed plus filing date.) Consular Offices are located in the American Embassy, Tokyo or the American Consular Offices in Fukuoka, Osaka, Nagoya, Sapporo, or Naha.

(2) U.S. Navy personnel under COMNAVFORJAPAN activities will submit a request to their local base commander at least three months prior to the

separation date via their commanding officer, with a copy to the separation activity and supporting Personnel Support Detachment (PSD) as appropriate. Enclosure (1) is a sample letter request. The reason for the request must be reasonably justifiable (i.e., to reside in Japan for an extended period (see paragraph 3) and not solely to avoid separation processing in the continental U.S.), and be recommended for approval by the individual's commanding officer. For the purpose of this instruction, the Local Area Base Commander for USN personnel is one of the following: Commanding Officer, Naval Air Facility, Atsugi; Commanding Officer, Naval Air Facility, Misawa; Commander Fleet Activities, Okinawa; Commander Fleet Activities, Sasebo; or Commander Fleet Activities, Yokosuka. Those personnel not under the geographic responsibility of one of the Local Area Base Commanders listed above are to submit their request to Commander, U.S. Naval Forces, Japan (Code N00PSA) for approval. Letter request (enclosure (1)) must also include:

(a) Full Name. No initials; include any other surnames or aliases used.

(b) Present Address. Must include complete mailing address and street address, especially current off-base residence.

(c) Permanent Address. Must include complete mailing address of home of record.

(d) Command Mailing Address. Official command mailing address of requestor.

(3) Prior to separation, all personnel will dispose of any motor vehicle that is not eligible for disposition to residents of Japan under the provisions of reference (b) or superseding directives by sale or transfer of title to other members of the U.S. Forces, Japan or by shipment out of Japan. This requirement is not applicable to individuals who will immediately become employees of the U.S. Forces, Japan. A sworn affidavit must attest to disposition. Enclosure (2) is a sample affidavit.

(4) After receipt of approval of their request by the Local Area Base Commander or COMNAVFORJAPAN Code N00PSA, all personnel who are separating in a tourist or resident alien status must go in person to the nearest Japanese Immigration Office (enclosure (3)) to obtain a "Certificate of Approval" (enclosure (4)). When reporting to the Japanese Immigration Office, personnel must have a valid passport in their possession. Exact requirements for obtaining a "Certificate of Approval" vary with each individual case, so personnel should plan accordingly. The Japanese Immigration Office may require the following information prior to issuance of a certificate:

(a) A letter from the individual stating detailed reasons for requesting release in Japan.

(b) A copy of the employment contract and letter of guarantee from the individual's prospective employer, such as enclosure (5).

(c) A financial statement from the individual's bank.

(d) A copy of the spouse's family register (Koseki Tohon) for personnel married to Japanese nationals.

(e) Personal history of the applicant, such as enclosure (6).

(5) Personnel separating in Japan who will become a dependent of an active duty member stationed in Japan are not required to get approval to separate in Japan from the Japanese Government, provided they obtain a Status of Forces Agreement (SOFA) stamp immediately upon separation. However, they are still required to obtain approval from the area base commander for separation in Japan. To apply for a SOFA stamp, go in person to the base Passport Agent with the following documents:

(a) Original DD 214

(b) Valid Passport

(c) Letter from the active duty sponsor's commanding officer to the effect that there are no objections to SOFA sponsorship. (Note: Sponsor must take timely action to request command sponsorship of a locally acquired dependent per reference (c) in order to receive additional allowances, housing, and follow-on transportation.)

b. Commanding Officer

(1) Review requests to ensure they are submitted properly and contain all required information.

(2) Prior to forwarding an individual's request, conduct a thorough screening of the member. It is imperative that complete file checks be accomplished to include the command's unit punishment log, service records, etc.. Every effort must be exerted by the command to ensure that personnel who could later become an administrative problem and/or cause embarrassment to the United States will not be granted authority for separation in Japan. Just as our active duty, members must be goodwill ambassadors, personnel electing to separate and remain in Japan must also be expected to uphold acceptable traditions and behavior. In general, if a member would not pass overseas screening per the applicable Transfer Manual due to misconduct, performance, alcohol or drug abuse, indebtedness, family advocacy issues, etc., then the member should not be considered or recommended for separation in Japan.

(3) Forward all requests to the local area base commander or COMNAVFORJAPAN Code N00PSA, as appropriate. Enclosure (8) provides a sample endorsement.

(a) When making a recommendation with respect to the individual's suitability for separation in Japan, include the following information in the forwarding endorsement:

1. Date of expiration of active obligated service.

2. Number and location of family members.

3. Full name of all family members. For spouse on active duty with the U.S. Armed Forces, include name, rate/rank, and command to which attached.

4. Disciplinary action or letters of indebtedness contained in service record.

5. Statement that individual has applied for or has in possession a valid tourist passport.

6. Recommendation of suitability for local separation.

(4) Advise individuals, except personnel joining the Fleet Reserve or retired list, that after separation they will not be eligible for "Space Available" transportation per reference (d). "Space Required" transportation will be furnished within 180 days (one year for personnel transferring to Fleet Reserve/retired list) to the overseas aerial port of debarkation per paragraphs U5125 and U5130 of reference (e).

(5) If a member later extends his/her enlistment or decides to separate in the continental United States, a request must be forwarded from the member to the local area base commander requesting cancellation of the previous request for separation in Japan.

c. Local Area Base Commander

(1) Screen each request to separate in Japan carefully. As indicated in paragraph 3, failure to do so could result in an embarrassment to the United States.

(2) Address all approvals to the member via his/her command (enclosures (9) and (10)). Enclose a conditional letter of approval in approved separation responses for members not married to another service member stationed in Japan. Use the format of enclosure (11).

(3) Whenever a request is cancelled by the member's command, prepare a rescinding letter to the member via his/her command (using the format in enclosure (12)).

(4) Forward all disapprovals to Commander, U.S. Naval Forces, Japan, Code N00PSA, for final determination (enclosure (13)).

d. Separation Activity

(1) Require individual being separated to execute the affidavit in enclosure (2) and provide Certificate of Approval from the Japanese Government (enclosure (4)), if applicable.

(2) As required by reference (f), notify the Director of the Japanese Immigration Office by enclosure (14) of the change of status of separating member not being immediately employed under SOFA at discharge. (A letter of employment is required to verify impending and immediate employment by U.S. Forces Japan).

(3) Require personnel to surrender identification cards or documents that would serve to entitle them to the privileges of U.S. Forces personnel. Fleet Reserve and retired personnel and their dependents will be issued identification cards that reflect their new status.

(4) Examine the passport of the person concerned and cause any SOFA stamp appearing therein to be cancelled by writing the word "VOID" across the face of the stamp, the name of the military facility, and the date. The words "SOFA stamp" are intended to include Multiple Exit and Reentry Japan stamps

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affixed to passports by the responsible command as well as SOFA status stamps affixed by the American Embassy, Consulate, or State Department agency.

(5) Enclosure (15) is a checklist and should be used upon receipt of a request for separation in Japan.

6. Forms. A statement of Personal History (enclosure (6)) must be reproduced locally.

/s/  
D. N. HARTWELL  
Deputy and Chief of Staff

Distribution: NAVFORJAPAN

Stocked:  
Commander  
U.S. Naval Forces, Japan (N11)  
PSC 473 Box 12  
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www.cnfj.navy.mil

SAMPLE REQUEST FROM SERVICE MEMBER

\_\_\_\_\_  
(Date)

From: CT02 Anthony B. See, USN, 123-45-6789  
To: (Appropriate Area Base Commander)  
Via: (Member's Commanding Officer or Officer in Charge)

Subj: REQUEST FOR SEPARATION IN JAPAN

Ref: (a) COMANAVFORJAPAN 1910.1Q

1. Per reference (a), I request to be separated in Japan.

2. Detailed reason(s) for request:

3. Additional required information:

a. Full name: (No initials; include any other surnames or or aliases used)

b. Date of expiration of active obligated service:

c. Number and location of family members:

d. Full name of all family members and expiration date of member's and family member's tourist passport:

e. Present Address: (Must include complete mailing address and street address, especially present off-base residence.)

f. Permanent Address: (Must include complete mailing address of Home of Record.)

g. Command Mailing Address: (Official command mailing address of requestor.)

\_\_\_\_\_(signature)\_\_\_\_\_

A. B. SEE

Copy to:  
(PERSUPPDET \_\_\_\_ if applicable)





SAMPLE AFFIDAVIT WITH REGARD TO AUTOMOBILE OWNERSHIP

AFFIDAVIT

\_\_\_\_\_  
(Date)

I hereby swear that I do not currently own, have registered title to, have in my possession, or have on order/enroute to Japan, any motor vehicle in which I have or will have any legal or equitable right, title, or other interest to a motor vehicle that is not eligible for sale by me to a resident of Japan under the provisions of COMNAVFORJAPANINST 5800.7 series or any superseding directives.

Signature: \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, (Year) \_\_\_\_\_.  
I am authorized to administer oaths under the Uniform Code of Military Justice.

Signature: \_\_\_\_\_  
(Name, rank, capacity in which acting,  
and command)



GEOGRAPHICAL LISTING OF JAPANESE IMMIGRATION OFFICES

**YOKOHAMA IMMIGRATION OFFICE  
SERVICES**

Atsugi  
Kamiseya  
Totsuka  
Yokosuka  
Yokohama  
Camp Fuji

**HIROSHIMA IMMIGRATION OFFICE  
SERVICES**

Iwakuni

**SENDAI IMMIGRATION OFFICE  
SERVICES**

Misawa

**FUKUOKA IMMIGRATION OFFICE  
SERVICES**

Sasebo

**TOKYO IMMIGRATION OFFICE  
SERVICES**

Tokyo  
Chiba  
Saitama

**NAHA IMMIGRATION OFFICE  
SERVICES**

Okinawa



SAMPLE JAPANESE GOVERNMENT CERTIFICATE OF APPROVAL

                     Immigration Office

Ministry of Justice

Date: \_\_\_\_\_

No. : \_\_\_\_\_

## CERTIFICATE OF APPROVAL

This is to certify that permission will be given to \_\_\_\_\_ to stay in Japan for a period of \_\_\_\_\_ days (years) with status of residence 4-1-\_\_\_\_\_ after separation in Japan from U.S. Forces.

Chief of

\_\_\_\_\_  
 Immigration Office

\_\_\_\_\_  
(Signature)

NOTICE: You are required to appear in person to this office for endorsement on your passport within 30 days after your actual separation.



SAMPLE LETTER FOR JAPANESE IMMIGRATION OFFICE REGARDING GUARANTEE BY JAPANESE  
NATIONAL

To: The Director of Immigration  
(Location/area applicable)

Dear Sir:

In connection with Mr./Mrs./Miss \_\_\_\_\_'s application for a visa to stay in Japan, I hereby guarantee the following matters.

1. Logistic support while Mr./Mrs./Miss \_\_\_\_\_ is in Japan.
2. Transportation for return to \_\_\_\_\_.
3. That he/she will abide by all rules and regulations of the Japanese Government.
4. Any other information will be gladly given.

Guarantor's name and nationality  
Guarantor's address in Japan  
Guarantor's immigration status and  
Period of stay (including  
Expiration date)  
Guarantor's Occupation  
Relationship (in detail)

---

(Guarantor's signature)





STATEMENT OF PERSONAL HISTORY

There is no special form or format for the personal history statement, however, the following format is suggested and contains the necessary information needed by the Japanese immigration authorities.

(Name in Full)	(Age)	(Date of Birth)
(Place of Birth)		
(Present Military Address)		
(Permanent Legal Address)		

EDUCATIONAL BACKGROUND:

Name of School/College	Location	Dates Attended

BUSINESS BACKGROUND: (Include military service)

Employer	Location	Period Employed

(For additional space use reverse side)

CNFJ 1900/1 (Rev. 5-94) May be reproduced locally



FILE CHECK WORKSHEET

DATE \_\_\_\_\_

\_\_\_\_\_  
FULL NAME RANK/RATE BRANCH/CLASS

\_\_\_\_\_  
SOCIAL SECURITY NUMBER ALIAS

\_\_\_\_\_  
DATE & PLACE OF BIRTH

\_\_\_\_\_  
OCCUPATION

\_\_\_\_\_  
PRESENT ADDRESS

\_\_\_\_\_  
PERMANENT ADDRESS

\_\_\_\_\_  
PREVIOUS ADDRESS(ES) IN JAPAN (INCLUDE DATES)

\_\_\_\_\_  
OTHER IDENTIFYING DATA

\_\_\_\_\_  
REASON FOR FILE CHECK COMPLETION

**CERTIFICATION**

Per COMNAVFORJAPANINST 1901.1 (series), Discharge/Release from Active Duty in Japan,

\_\_\_\_\_ FILE CHECK COMPLETED \_\_\_\_\_ WITH NO DEROGATORY HISTORY.  
(Date)

\_\_\_\_\_ FILE CHECK COMPLETED \_\_\_\_\_ WITH THE FOLLOWING DEROGATORY FINDINGS:  
(Date)

\_\_\_\_\_  
NAME/SIGNATURE RANK/TITLE COMMAND MAILING ADDRESS PHONE

THIS FILE CHECK CERTIFICATION **MUST** BE SIGNED BY THE COMMANDING OFFICER,  
OFFICER IN CHARGE, OR PERSONS ACTING IN THAT CAPACITY.



SAMPLE COMMAND ENDORSEMENT

1910  
Ser

FIRST ENDORSEMENT on CTO2 Anthony B. See, USN, 123-45-6789 ltr  
of

From: (Commanding Officer/Officer in Charge)

To: (Appropriate Area Base Commander)

Subj: REQUEST FOR SEPARATION IN JAPAN

1. Forwarded, recommending approval/disapproval based on information  
provided below.

a. Date of expiration of active obligated service:

b. Number and location of family members:

c. Full name of all family members:

d. Member has no disciplinary action, letters of indebtedness, or  
derogatory information in his/her records what would preclude continued  
overseas assignment if he/she remained on active duty.

e. Member has valid fee (tourist) passport.

\_\_\_\_\_(Signature)\_\_\_\_\_  
( typed name)

Copy to:  
(PERSUPPDET \_\_\_\_\_ if applicable)

THIS ENDORSEMENT **MUST** BE SIGNED BY THE COMMANDING OFFICER, OFFICER IN CHARGE,  
OR PERSONS ACTING IN THAT CAPACITY



SAMPLE AREA BASE COMMANDER'S LETTER TO MEMBER WHO IS NOT MARRIED TO ANOTHER  
SERVICE MEMBER STATIONED IN JAPAN

1910  
Ser

From: (Area Base Commander)  
To: CTO2 Anthony B. See, USN, 123-45-6789  
Subj: SEPARATION IN JAPAN  
Ref: (a) Your request of (date)  
(b) COMNAVFORJAPANINST 1910.1Q

1. Reference (a) is approved for separation in Japan.
2. Commanding Officer, (member's command) is required to ensure compliance with the requirements of reference (b) prior to your separation.

---

(Signature)

Copy to:  
(PERSUPPDET \_\_\_\_\_ if applicable)  
CO





SAMPLE BASE COMMANDER'S LETTER TO MEMBER WHO IS MARRIED TO ANOTHER SERVICE  
MEMBER STATIONED IN JAPAN

1910  
Ser

From: (Area Base Commander)  
To: CTO2 Anthony B. See, USN, 123-45-6789  
Subj: SEPARATION IN JAPAN

Ref: (a) Your request of (date) w/end  
(b) COMNAVFORJAPANINST 1910.1Q

1. Reference (a), your request for separation is approved.
2. Commanding Officer, (member's command) is required to ensure compliance with the requirements of reference (b) prior to your separation in Japan.

---

(Signature)

Copy to:  
(PERSUPPDET \_\_\_\_\_ if applicable)  
CO



SAMPLE LETTER OF CONDITIONAL APPROVAL PREPARED BY LOCAL AREA BASE COMMANDER  
(for member who is not married to another service member stationed in Japan)

Yokohama Branch Office  
Tokyo Regional Immigration Bureau  
Status Division  
37-9 Yamashita-cho  
Nakaku, Yokohama City

Dear Sir:

Conditional approval is hereby granted to CTO2 Anthony B. See, USN, 123-45-6789, a member of the United States Navy, who is serving on active duty, to be separated in Japan provided he meets the requirements of the Japanese Immigration Department. Member's proposed date of separation is \_\_\_\_\_.

Family members  
None

Sincerely,

\_\_\_\_\_(Signature)  
Name, Rank, Official Title



SAMPLE AREA BASE COMMANDER'S LETTER TO CANCEL PREVIOUSLY APPROVED REQUEST

1910  
Ser

From: Area Base Commander  
To: CTO2 Anthony B. See, USN, 123-45-6789  
Via: (Member's Commanding Officer/Officer in Charge)

Subj: RESCINDING AUTHORIZATION FOR SEPARATION IN JAPAN

Ref: (a) (Area Base Commander) ltr 1910 Ser \_\_\_\_ of (date)  
(b) Your ltr of (date)

1. Reference (a), which previously approved your request in reference (b) for separation in Japan, is cancelled.

2. (provide reason for action).

\_\_\_\_\_  
(Signature)

Copy to:  
COMNAVFORJAPAN (Code N00PSA)  
(PERSUPPDET \_\_\_\_ if applicable)



SAMPLE AREA BASE COMMANDER LETTER RECOMMENDING DISAPPROVAL

1910  
Ser

SECOND ENDORSEMENT on CT02 Anthony B. See, USN, 123-45-6789 ltr  
of (date)

From: (Area Base Commander)

To: Commander, U.S. Naval Forces, Japan (Code N00PSA)

Subj: SEPARATION IN JAPAN

1. Forwarded recommending disapproval.

2. Information contained in member's request and command's endorsement does not meet the requirements of reference (a).  
Specifically, (provide justification).

---

(Signature)

Copy to:

(member's CO-OIC)

(member)

(PERSUPPDET \_\_\_\_\_ if applicable)





SAMPLE LETTER FOR NOTIFYING JAPANESE GOVERNMENT OF CHANGE OF STATUS

The Director Of Immigration Bureau  
Tokyo Immigration Office  
#3-3, Ko-Nan  
Minato-Ku, Tokyo

Dear Sir:

As provided by paragraph 5, Article IX of the Status of Forces  
Agreement between the United States of American and Japan, you  
are advised of the change of status of \_\_\_\_\_.  
(Name)

\_\_\_\_\_ was separated from the jurisdiction of the  
United States Forces in Japan on \_\_\_\_\_ pursuant to  
(date)

"Application for Permission to Acquire Status of Residence"  
number \_\_\_\_\_, approved by your office on \_\_\_\_\_.  
(Approval Number) (Date)

Sincerely yours,

\_\_\_\_\_  
(Signature)  
Name, Rank, Title,  
Activity



SEPARATION IN JAPAN CHECKLIST

	<u>YES</u>	<u>NO</u>
1. IS MEMBER'S LETTER ENDORSED BY COMMANDING OFFICER OR OFFICER IN CHARGE?	___	___
2. IS MEMBER'S CO/OIC RECOMMENDING APPROVAL?	___	___
3. DOES CO'S/OIC'S ENDORSEMENT CONTAIN ALL NECESSARY INFORMATION?	___	___
4. WAS A CASE FILE FOLDER CREATED ON MEMBER?	___	___
5. DOES LOCAL CHECK REVEAL ADVERSE INFORMATION?	___	___
6. WAS APPROVAL LETTER PREPARED FOR SIGNATURE?	___	___
7. WAS APPROVAL LETTER SIGNED AND MAILED WITH COPY TO SERVICING PSD?	___	___
8. IS MEMBER MARRIED TO ANOTHER MILITARY MEMBER STATIONED IN JAPAN?	___	___

IF YES, IMMIGRATION LETTER **NOT** REQUIRED.

IF MEMBER IS NOT MARRIED TO ANOTHER MILITARY MEMBER STATIONED IN JAPAN, IMMIGRATION LETTER **IS** REQUIRED.

RECOMMEND MAINTAINING A CASE FILE SEPARATE FROM COMMAND FILES ON SEPARATION IN JAPAN.